

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
OFFICE OF THE MEDICAL DIRECTOR**

*VACANCY ANNOUNCEMENT  
A Transfer or Promotional Opportunity*

**MENTAL HEALTH SERVICES COORDINATOR I**

*An exciting opportunity to hone your skills while furthering your DMH career*

The Office of the Medical Director (OMD) seeks candidates interested in joining our dynamic countywide administrative and contracts unit at DMH Headquarters. Our team is responsible for planning, implementation, and monitoring a variety of programs and projects that further the quality of care delivered to DMH consumers. We also support department-wide pharmacy operations which entails close collaboration with treatment programs, contracted pharmacies and laboratory services.

**EXAMPLES OF DUTIES:**

- Participates in all phases of the contracting and solicitation bid process
- Provides consultation and technical assistance to contractors relative to State and County guidelines and requirements
- Coordinates, reviews, and monitors current contracts and assists with audits of contracted programs to ensure compliance with contract terms, billing provisions, regulatory statutes, and legal requirements
- Investigates and resolves issues and complaints related to contracting and service delivery
- Serves as a liaison between OMD and contractors and other involved parties, and reviews services rendered under ongoing contracts
- Coordinates the gathering and promulgation of pertinent information to directly operated and contracted programs/services

**DESIRABLE QUALIFICATIONS:**

- Masters level clinician with administrative experience
- Strong analytical, oral, and written skills
- Ability to work both independently and collaboratively
- Intermediate skills with Microsoft Word, Excel, Visio, and PowerPoint
- Ability to prioritize multiple tasks and meet tight deadlines

Interested individuals currently holding the payroll title of Mental Health Services Coordinator I are encouraged to email or fax a resume and last two performance evaluations by **Friday, August 31, 2012** to:

Camelia Elias on behalf of  
Nancy Kless, Mental Health Clinical District Chief  
[celias@dmh.lacounty.gov](mailto:celias@dmh.lacounty.gov)  
Phone: (213) 351-7267  
Fax (213) 738-4646

**This is not an Official Examination  
Restricted to Los Angeles County Department of Mental Health Employees**

**AN EQUAL OPPORTUNITY EMPLOYER**